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07/21/2023

Nye County School Board of Trustees
484 S. West Street
Pahrump, NV 89049

To Whom It May Concern:

I am submitting this letter with the intent to apply for the School Trustee, Area I Vacancy for Nye County School District.

I feel I would be an excellent candidate for this position as I am very invested in the future of all our children in Nye County School District. I am a mother to 6 children who attend school in Nye County at all levels, and as such I have very ardent feelings about equal and quality education for all students. As someone who has lived in the area for almost 14 years, I have intimate knowledge of Nye County and am very passionate about the rural towns in our county.

I have worked for Nye County School District in the past, and as such have developed a deep knowledge of some of the issues facing our schools today. I would love to have the opportunity to be the voice for the parents and students in this area and I vow do my best to advocate for those unable to advocate for themselves.

I appreciate your time and consideration on this matter.

Respectfully yours,

A handwritten signature in blue ink that reads "Leslie Campos". The signature is written in a cursive, flowing style.

Leslie Campos

LESLIE CAMPOS

318 Arizona St., P.O Box 689, Tonopah, Nevada 89049, 775-376-2610, lesliemcc@gmail.com

PROFESSIONAL SUMMARY

Reliable candidate with proficiency in computers and various computer programs. Well organized and able to manage time and resources efficiently. Highly motivated with excellent communication and interpersonal skills. Sound experience in data entry and record keeping. Ready to take on challenges using problem-solving and task prioritization skills. Works well under pressure, adaptable, and ready to be a strong team player.

SKILLS • Computer proficiency • Compassionate communication • Organization and attention to detail • Complex problem-solving • Flexibility • Responsibility

EXPERIENCE

Deputy Court Clerk January 2023-Present

Nye County | Tonopah, NV

- Maintaining files and records so they remain updated and easily accessible.
- Sorting and distributing incoming mail and prepare outgoing mail.
- Answering the phone to take messages or redirecting calls to appropriate colleagues.
- Recording minutes, preparing and examining legal documents, and answering questions from the public or legal staff.
- Preparing cases and documents for court hearings.
- Running Zoom meetings and having the Calendar ready for the Judge during hearings.
- Running background searches, and upkeeping applicable records.

Paraprofessional November 2021-January 2023

Nye County School District | Tonopah, NV

- Assists lead teacher in the instruction and implementation of developmentally appropriate educational opportunities and curriculum to pre-kindergarten age students that helps to develop cognitive, social emotional, language/communication, and physical development of children.
- Assist teacher with the delivery of lesson plans by pre-read lesson plans, preparing necessary materials and ensuring all materials are within easy access.
- Maintain cleanliness of classroom including sterilizing toys, and equipment.
- Observe, react, and teach appropriate social interaction
- Evaluate children on pre literacy and numeracy skills.
- Implement strategies and interventions for struggling students with teacher direction.
- Assist with classroom management.
- Assist teacher with student's Individualized Education Program (IEP).
- Maintain appropriate records including attendance, lunch counts, BRIGANCE screeners, documentation for the State Pre-K program grant, and records required for students IEPs.

Lunch Aide August 2021-November 2021

Nye County School District | Tonopah, NV

- Supervised large groups of children in the lunchroom and playground.
- Assisted students with resolving conflicts and issues that arose.
- Carried out appropriate disciplinary actions as necessary.
- Insured the safety and well being of all students in my care.
- Maintained good communication skills with students, parents, administration and other staff members.

Primary Caregiver to Six Children August 2009 - Current Tonopah, NV

- Perform daily housekeeping, meal prep and planning, laundry, and day to today organization for a family of 8.
- Meet children's daily needs for positive encouragement and direct support while empowering children to safely complete tasks within capability levels.
- Maintain schedules for medical and social needs, including transporting children to appointments.
- Assist children with daily school work, projects, and practicing reading, writing, mathematics, computer and language skills.
- Maintain family finances including budgeting, bill pay and spreadsheets.

Administrative Assistant

February 2008 - August 2009

Forbush and Associates | Reno, NV

- Handled communications between staff and customers.
- Managed clerical tasks for busy Accounting office with 10 staff members.
- Promoted productivity by handling all administrative tasks, including schedules and correspondence.
- Tracked finances, projects and schedules with diverse computer programs.
- Data input for payroll, accounts payable, and general ledger entries.
- Organized and updated file systems, keeping records easily retrievable.
- Managed incoming and outgoing mail, packages, and faxes.

Food Service Worker

August 2007 - January 2008

Washoe County School District | Reno, NV

- Maintained food supply, reported low-stock items, and rotated stock.
- Observed quality and safety standards for safe food-handling practices.
- Helped kitchen staff meet customer needs with continuous assistance.
- Prepared for busy periods by cutting, slicing and washing frequently used ingredients.
- Kept kitchen organized and maintained cleanliness

AWARDS

Random Acts of Greatness Award for Nye County School District March 2022

- Award received for going above and beyond at my job as a Paraprofessional at Tonopah Elementary during an especially difficult time that required a lot of quick thinking and problem solving.

EDUCATION

Brigham Young University-Idaho, Rexburg, ID